

# **Guidelines for the Establishment of the Curriculum Committee at the College of English and International Studies, Wenzao Ursuline University of Languages**

Approved by the College Affairs Committee on September 10, 2013  
Ratified by the University President on September 12, 2013  
Revised by the College Affairs Committee on December 10, 2014  
Ratified by the University President on December 16, 2014

I. The Curriculum Committee at the College of English and International Studies, Wenzao Ursuline University of Languages (hereinafter, “the Committee”) has been established and these Guidelines for the establishment of the Committee have been formulated in accordance with the University Curriculum Committee regulations.

II. The Committee deliberates matters related to:

1. The design of the core curriculum of the college in accordance with the college’s development plan
2. The structures and contents of the cross-department credit programs at the college
3. The structures and contents of the curriculums of the departments, graduate institutes, and centers at the college,
4. New courses offered by the departments, graduate institutes and centers at the college,
5. Distance learning courses offered by the departments, graduate institutes and centers at the college
6. Minor and double-major programs offered by the departments, graduate institutes and centers at the college, and the course-taking regulations
7. Other important issues related to the curriculums of the departments, graduate institutes and centers at the college

III. The Committee is composed of ex-officio members and elected members. The ex-officio members include the dean of the college, the chairs of the departments (graduate institutes), and the directors

of the centers. The elected members include one faculty member representative from each of the college's departments/graduate institutes and centers, one student representative from the Day Division of the college, and one student representative from the Continuing Education Division of the college. The dean of the college serves as the Committee convener. The secretary of the college serves as the Committee secretary to be in charge of its administrative affairs. When necessary, relevant personnel may be invited to attend Committee meetings as non-voting participants.

- IV. The Committee meeting is convened at least once each semester.
- V. A quorum of two-thirds or more of the members is required for a meeting. Major issues are approved when two-thirds or more of the members present are in favor. Other issues are approved when one-half or more of the members present are in favor.
- VI. These guidelines become effective after approval by the College Affairs Committee and ratification by the university president. Amendments follow the same procedure.